



Maryland Judiciary

Job Announcement

mdcourts.gov/jobs

Opening Date: September 24, 2015
Job Title: Administrative Assistant IV
PIN: 000570
Location: District 4, Calvert County
Prince Frederick, Maryland

Closing Date: October 8, 2015
Position Type: Regular Full Time
FLSA Status: Non – Exempt
Grade/Salary: J9 \$36,913 - \$43,882
Financial Disclosure: No

Essential Functions: Performs complex secretarial, administrative and clerical duties involving independent judgment relieving the Administrative Judge, associate judges and Administrative Clerk of clerical detail. Prepares and distributes the Fourth District judicial schedule/calendar. Schedules judicial courtroom assignments and coordinates assignments with the Chief Judge's office to ensure required coverage and replacement when necessary. Tracks judicial leave usage for District IV judges and prepares monthly reports for Chief Judges office. Composes and prepares correspondence for signature often without direct supervision, requiring knowledge of court functions, policies and procedures. Prepares, formats and processes legal confidential and technical orders, opinions, reports and correspondence according to office practices and procedures and policy. Contacts and assigns for District Four certified/eligible court interpreters by phone, electronic email, written correspondence. Enters information into the Judicial Information computer program and sends written notification of assignments to District Four staff. Often acts as initial court liaison with the Chief Judge's office, attorneys, legislators, law enforcement agencies, State's Attorney's office, other state agencies, reporters and the public. Maintains files of a confidential nature such as correspondence, orders, opinions, reports, memorandums, minutes and personnel matters. Schedules meetings and appointments for the Administrative Judge and associate judges. Receives, screens and responds to telephone inquiries and visitors. Answers questions in a courteous and tactful manner regarding general court procedures, policy, status of motions, inquiries, correspondence, etc. Process interpreter invoices and travel expense reimbursements in GEARS. Responsible for maintaining supplies and equipment for the Administrative Judge and associate judge in chambers and court library. Maintain Bench time reports, checking for accuracy and working with JIS.

Education: High School diploma or GED

Experience: Four years of experience providing secretarial, clerical, or administrative work involving the use of a personal computer and word processing software.

Notes: Completion of a secretarial or related program from an accredited business school or school of technology may be substituted for one year of the required experience.

Skills/Abilities: Knowledge of court systems and legal terminology. Knowledge of general office practices and procedures, office equipment and business English. Skill in the use of Microsoft Office and Outlook. Ability to work independently, without receiving daily instruction and supervision. Ability to handle multiple tasks, prioritize work and accept change in work priorities. Ability to format and prepare legal documents. Need to be organized, have good problem solving skills and use discretion with confidential data. Possess good interpersonal skills as well as proficient grammar, spelling and proofreading ability. Ability to perform the essential functions of the position.

All applicants must complete a Maryland Judiciary Employment Application, with original signature or typed signature (in any font) to be considered for this position. The candidate selected for this position will be subject to a background check.

Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications sent to any other address.

Maryland Judiciary
Human Resources Department
580 Taylor Ave., Bldg. A-1
Annapolis, MD 21401
Email: jobs@mdcourts.gov

The Maryland Judiciary is a drug-free workplace and an equal opportunity employer, committed to diversity in the workplace. The Maryland Judiciary does not discriminate against an applicant because of an individual's race, color, religion, sex, sexual orientation, pregnancy, national origin, age, disability, or genetic information. Applicants who need an ADA Accommodation for an interview should request the accommodation when notified of a request to be interviewed. Applicants must be United States citizens or eligible to work in the United States.